

## RULE XI RECORDS

### Section 1 Payroll and Attendance Records

- 1.1 The Appointing Authority shall install and maintain a system of payroll records such that each employee of the Classified Service is identified by name, class title, pay range and actual hourly rate of pay.
- A. Payment to individuals employed in the Classified Service is to be made according to the rates approved by the Director and upon signed statement by the Appointing Authority, or his delegated representative, of the hours worked and hours of leave taken which are eligible for pay, by the employee.
  - B. Any change in the employment status of any employee in the Classified Service shall be immediately reported to the Director on the forms prescribed, and be subject to the approval of the Director.
  - C. In any case of employment of a person in violation of the provisions of Section 4-15 of the City-Parish Charter, or the rules adopted thereunder, the Director shall notify the officer responsible for payroll and the officer shall deny payment to such person.

### Section 2 Employment List Requisition and Report of Appointment

- 2.1 The Director shall prescribe a form for use by the Appointing Authority in reporting the intent to fill a vacant position, for certifying the eligibles for appointment, and for reporting the appointment and starting pay of a person.
- A. The Director shall attest to the proper allocation of the subject position on the form, or allocate the position if it is a new one.
  - B. The Appointing Authority shall report which person was appointed and the rate at which he or she was hired on the form. In cases of above- minimum or apprentice rate hiring, the Director shall be notified by and indicate approval or lack thereof on the form.
  - C. No person may be placed on the payroll of the Classified Service without having been certified and appointed in the manner prescribed in this section.

### Section 3 Leave Records

- 3.1 The Appointing Authority shall install and maintain a system of recording leave earned, credited, accumulated and/or taken, which shall identify each employee in the Classified Service, his class title, and Annual Leave earned, used and unused; Sick Leave earned, used and unused; and any other form of leave, with or without pay.

### Section 4 Examination of Records

- 4.1 The Appointing Authority shall make available to the Director for inspection any and all records of payroll, leave, classification and pay, discipline, grievances, performance evaluation and any other matter involving employment in the Classified Service.

### Section 5 Records of the Civil Service Office

- 5.1 All applicants for employment subject to Section 4-15 of the City-Parish Charter and rules adopted thereunder, as well as the Appointing Authority and other offices and agencies, shall prepare, forward, copy or otherwise submit to the Director all documents necessary to initiate and maintain files attesting to the lawfulness of appointment, promotion, payment and all other personnel actions and status changes, according to established procedure upon request.
- 5.2 Records relating to Board meetings, appeals and hearings are generally public records and shall be available for inspection during office hours.
- 5.3 Records relating to examination items, source materials, individual scores and performance and similar materials are confidential, within the limits of the Louisiana Public Records Law.
- 5.4 Records relating to investigations, reports of character and competence of employees, and applications for employment in the Classified Service are confidential, within the limits of the Louisiana Public Records Law.